

EAPSI REPORTING REQUIREMENTS

All EAPSI awardees are required to submit the following reports:

- Final Report to NSF – by March 15, 2017
- Project Outcomes Report for the General Public – by March 15, 2017
- Foreign Host Report(s) – varies by host location. Follow the instructions, if any, from the counterpart institution in the host country.

EAPSI FINAL REPORT TO NSF

All EAPSI awardees must submit their Final Reports via www.research.gov by March 15 of the year after they participated in the EAPSI program (March 15, 2017 for EAPSI 2016 fellows). Log-in on www.research.gov website as NSF user.

Failure to provide the required report to NSF will impact any future requests for funding as well as any pending proposals for that PI.

Final Report will provide information on activities and findings, project participants (individual and organizational) publications; and, other specific products and contributions. Submission of the report via FastLane constitutes certification by the PI that the contents of the report are accurate and complete.

Final Report Structure

COVER

This section is pre-populated with basic data about the award: award ID, your name as PI and as organizational representative, start/end date, etc.

ACCOMPLISHMENTS

There are four questions—goals, accomplishments, opportunities for training, and dissemination of results. You have to answer all questions, even if you have “Nothing to Report.” You *will* have goals and you should have accomplishments, even if they were different or more modest than what you expected. Also, EAPSI is by definition a training opportunity. It is inappropriate to answer “nothing to report” under any of these categories. It is appropriate to report negative as well as positive experiences.

The accomplishments/outcomes question has several sub-questions. You are only required to answer one of these, though we are happy to have you reply to more than one.

It is possible that you will not yet have dissemination results from your EAPSI fellowship, but remember that a talk in your lab is a kind of dissemination.

Products

If any, please list. Otherwise, leave blank or put “Nothing to Report.”

Project Participants

Senior Personnel: EAPSI awardee

Worked for more than 160 Hours: Yes

Contribution to Project: Principal Investigator

List other individuals you worked with at host location (if applicable), whether they worked more than 160 hours and their contributions:

- **Post-doc**
- **Graduate Student**
- **Undergraduate Student**
- **Technician, Programmer**
- **Other Participant**
- **Research Experience for Undergraduates:** N/A

Organizational Partners

Foreign host institution(s) – name and address¹

Other Collaborators or Contact

Name and address of other foreign host(s) and researcher(s)²

Activities and Findings

Research and Education Activities (including cultural experiences)

Findings

Training and Development

Outreach Activities (including seminars and public outreach)

Journal Publications

Books or Other One-time Publications

Web/Internet Site

¹ Your final report will be returned if you do not list your host institution. Your EAPSI fellowship would not have been possible without this institution's involvement.

² Your final report will be returned if you do not name your host researcher by full name. Your EAPSI fellowship would not have been possible without the host researcher's involvement. Listing your host says or implies nothing about paper co-authorship, a separate topic that is up to you and others to determine. It simply is a recognition of the host's role in allowing you to work at that lab.

Other Specific Products

Include manuscripts submitted, conference abstracts, etc.

Contributions

Contributions within Discipline

Contributions to Other Disciplines

Contributions to Human Resource Development

Contributions to Resources for Research and Education

Contributions Beyond Science and Engineering

Conference Proceedings

Please upload your host location specific reports with the Final Report to NSF (in the Products and Accomplishments Section, up to 5 MB in size).

Impacts

Changes/Problems

Special Requirements

Under each of these heading, please answer as appropriate.

For technical help with submission of Final Reports, please call 1-800-381-1532 or 1-800-673-6188.

PROJECT OUTCOMES REPORT (POR)

In addition to the Final Report, the Project Outcomes Report for the general public must be submitted electronically via www.research.gov by March 15 of the year following the year in which they participated in the EAPSI program. Log-in on www.research.gov website as NSF user.

Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website **exactly as it is submitted**.

Grantees are to ensure that the report does not contain any confidential, proprietary business information; unpublished conclusions or data that might compromise the ability to publish results in the research literature; or invention disclosures that might adversely affect the patent rights or those of the organization, in a subject invention under the award. Responses are not to contain any private personally identifiable information such as home contact information, individual demographic data or individually identifiable information collected from human research participants.

Frequently Asked Questions on Project Outcomes Report:
<http://www.nsf.gov/pubs/policydocs/porfaqs.jsp>

For technical help with submission of Project Outcomes Report, please call 1-800-381-1532.

HOST LOCATION SPECIFIC REPORTS

The co-sponsoring organizations in Australia, China, Japan, Korea, New Zealand, Singapore and Taiwan have independent reporting requirements and deadlines. EAPSI participants are expected to comply with the guidelines of foreign co-sponsoring organizations, in addition to those of NSF. **Please upload your host location specific reports with the Final Report to NSF (in the Products and Accomplishments Section, up to 5 MB in size).**

SURVEYS AND EVALUATIONS

EAPSI program staff may contact EAPSI applicants, both awardees and non-awardees, and request that applicants provide evaluations of their experience. Although EAPSI applicants are not required to complete the surveys, we ask you to participate and provide honest evaluations to help improve the program. If you have questions or concerns about the surveys, please contact EAPSI program staff directly.

For more information on Program Evaluation, please visit the website of the Office of Management and Budget (OMB):
<http://www.whitehouse.gov/omb/performance/evidence-based-government>

